## Job Aid COVID-19 Vaccination Card Uploading Process for Desktop/Laptop All Employees OBJECTIVE

Use the steps below to upload your proof of COVID-19 vaccination into Workday from a desktop/laptop computer.

**<u>Note</u>**: Employees should only upload documentation that shows that they have received all doses of the COVID-19 vaccination. If you have not received all required doses of the COVID-19 vaccine, do not upload the documentation until the vaccination process has been completed and recorded on the vaccination card.

## UPLOADING PROOF OF COVID-19 VACCINATION INTO WORKDAY FROM A DESKTOP/LAPTOP

- 1. Log into your Workday account.
- Click on the Profile<sup>O</sup> icon located on the top right-hand corner of your home page and select the View Profile option below your name.
- 3. Click on the **Personal** tab located on the left-hand blue column of your employee profile page.
- 4. Click on the **Documents** tab and then click the **Add** button.



5. Click **Select Files** to locate and upload a copy of the COVID-19 vaccination card from your desktop/laptop computer. You can also use the "**Drop Files here**" feature to drag & drop a copy of your vaccination card.



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6. Click on the Document Category field and select "COVID-19 Vaccination Card" from the list of options. Optional: Type any comments regarding your vaccination card in the Comment field. Your Agency HR Practitioner will be able to view comments added in this field.

Kris Kringle (130165) 🚥		
KrisKringle Vaccination Rec Successfully Uploaded	ord.png	
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Upioad	COVID-19 Vaccination	1
	Credential (Student)	

7. Click the **OK** button to complete uploading your Covid-19 vaccination card. Once the upload is completed, you will be returned to the **Documents** page, where you will be able to view the uploaded document.

**Note:** Employees will not be able to delete or modify a document after it's uploaded. If you have uploaded an incorrect document or selected an incorrect category when uploading your card, you must contact your HR Practitioner/Partner to delete the document or modify the document category.

8. Review your uploaded document by clicking on the blue hyperlink in the **Worker Document** section.

Personal Information IDs	Documents					
Add Turn on the new tables view I						
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	Document Category	Comment	Alternative Text	File Name	Upload Date	
KrisKringle Vaccination Record.png	COVID-19 Vaccination Card			KrisKringle Vaccination Record.png	09/07/2021 04:40:30 PM	

9. You have completed uploading your proof of Covid-19 vaccination and can proceed to log out of your Workday account.

## STILL HAVE QUESTIONS OR NEED TECHNICAL ASSISTANCE?

For questions regarding the COVID-19 Vaccination Policy, contact your HR Practitioner/Partner. For technical assistance or issues accessing Workday, contact the BCIT Service Desk at 410-396-6648.

